



Indiana Medicaid Administrative Claiming (MAC) for Schools

Overview of MAC and Next Steps

What is Medicaid?

- Medicaid provides health care coverage and medical services to several populations including:
 - low-income children
 - pregnant women
 - families
 - individuals with disabilities
 - elderly citizens
- Medicaid is collaboratively funded by the states and the federal government

Schools and Medicaid

- Schools provide an array of services beyond traditional “educational services” to ensure that students arrive at school healthy and ready to learn.
- As school staff work with students on a daily basis, they are uniquely positioned to assist in enrollment of eligible students in Medicaid, to assist them in receiving the medical services and supporting administrative services they require, and to provide medically-necessary services.

Schools and Medicaid

- The Early and Periodic, Screening, Diagnostic, and Treatment (EPSDT) Program is Medicaid's program authorizing preventative child health services for individuals under the age of 21. Services include:
 - Periodic health screenings
 - Vision services
 - Dental services
 - Hearing services

Medicaid Administrative Claiming (MAC) in Indiana

- In Indiana, the school based Medicaid program is administered by the Office of Medicaid Policy and Planning (OMPP) in coordination with the Indiana Department of Education (DOE)
 - OMPP / DOE sets program policy
 - OMPP / DOE monitors documentation and claiming for covered services
 - OMPP / DOE monitors claiming practices

Medicaid Administrative Claiming (MAC) in Indiana

- MAC offers reimbursement for the costs of administrative activities, such as outreach, that support the Medicaid program.
- Allowable activities are:
 - Medicaid outreach and related training
 - Facilitating Medicaid eligibility application
 - Health-related referral activities and health service delivery monitoring
 - Medical service program planning, policy development and interagency coordination
 - Arranging for Medicaid-related translation and transportation
 - Providing translation during medical services or outreach, referral and other Medicaid-related administrative activities

School-Based Examples of Allowable Activities

- Providing information to individuals and families regarding the Indiana Medicaid program and available services
- Scheduling and/or coordinating EPSDT screens or other medical and mental health diagnostic services
- Gathering any information that may be required in advance of these referrals
- Developing internal plans and strategies to improve health service delivery and eliminate gaps
- Attending a parent meeting for a child with issues that may need outside health or counseling services
- Observing a child as part of the referral process for intervention services
- Coordinating a meeting with school staff and parents to determine if mental health or educational evaluations are needed

What is the Random Moment Time Study (RMTS)?

- The Random Moment Time Study (RMTS) is conducted statewide and includes all eligible staff from all participating school corporations.
- A moment is a random one minute sample of time during the sample quarter.
 - Sample Quarter time frames are: October – December, January – March and April – June
 - A time study is not conducted during the July – September quarter but the school corporations can still receive reimbursement for that period.
- Moments are sampled each quarter to meet statistical validity
- Sampling is completely random; some staff may be sampled multiple times and other staff may not be sampled during a quarter
- The time study provides the percentage of time that was spent on reimbursable activities and is used to determine the level of reimbursement.

Who Should be on the MAC Staff Pool List

- Staff should be included on the staff pool list if they perform allowable outreach, referral or health service coordination activities ON A REGULAR BASIS
- “On a regular basis” means that staff are expected to perform MAC allowable activities as a normal part of their job
- Each staff person should be considered individually when making this decision—a job title does not “automatically” qualify a staff person for the program

Who is Eligible to Participate in the MAC Program?

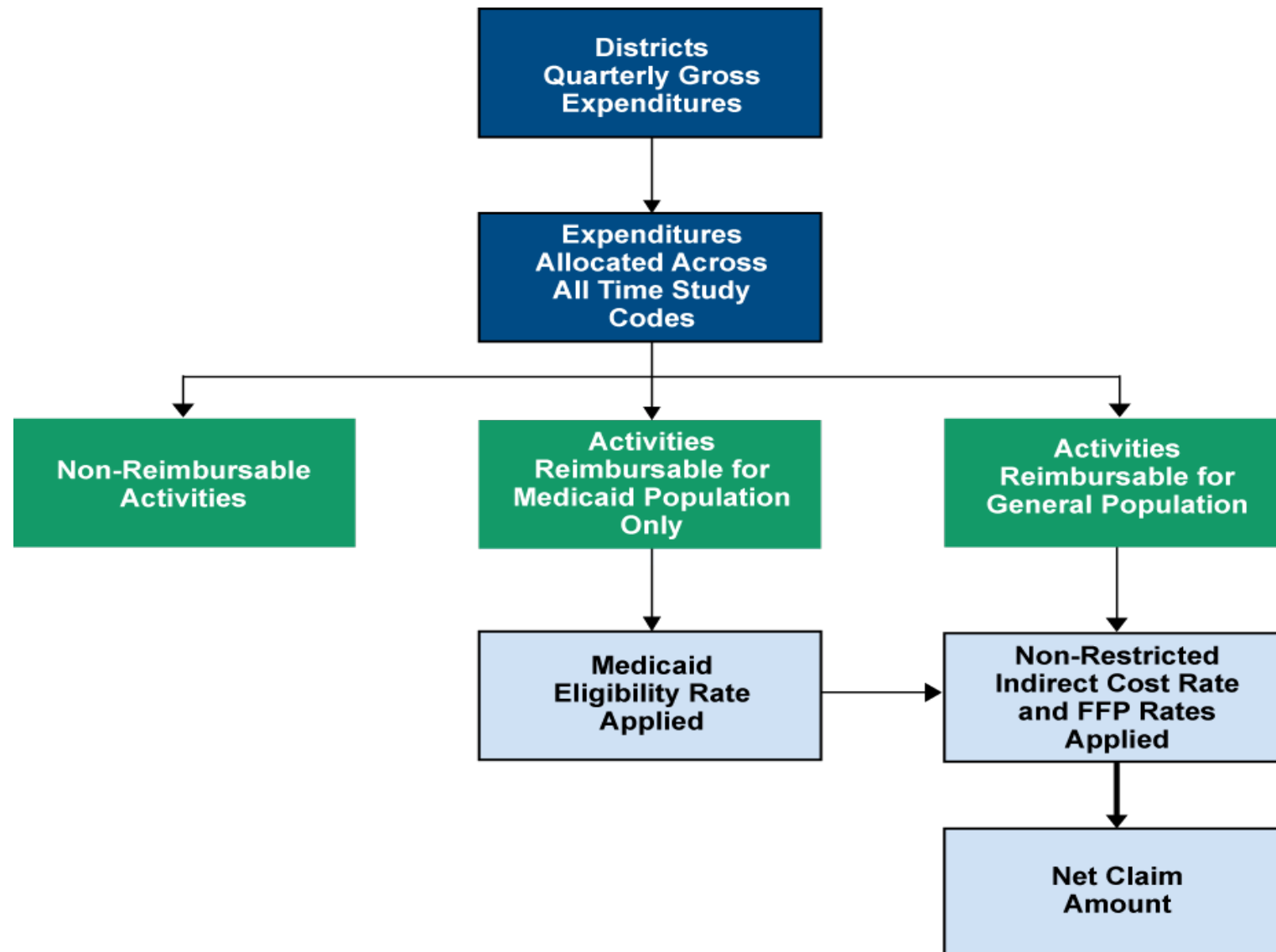
Examples of School Corporation Staff employees and contractors that are Eligible to Participate Include:

- Interpreters
- Audiologists and assistants
- Orientation and mobility specialists
- Occupational therapists and assistants
- School nurses, LPNs, LVNs
- Psychologists
- Physical therapists and assistants
- Bilingual specialists
- Social workers
- Program and staffing specialists
- Counselors
- Special education administrators
- Student services personnel
- School health aides
- Augmentative communication Specialists
- Speech-language pathologists and assistants
- Diagnosticians

What does a sampled staff person have to do?

- Sampled staff are notified via email of any moments.
 - Notifications are sent 3 days before the moment, 1 day before the moment and late notices are sent after the moment if not completed.
 - Notifications include a link to the website and username and password information
- After the moment has passed, log into the website and answer some simple questions to document what they were doing at the time of the moment.
 - Who was with you?
 - What activity were you performing at the time of your moment?
 - Why were you performing that activity?
 - Were you providing a medical service and if so, is the service in an IEP?
- Review and certify their moment
- The average staff person can complete the entire documentation process in less than 5 minutes!

Calculating the MAC Claim



What is the role of Public Consulting Group (PCG)?

- PCG is the State's contractor for the new Indiana IEP System
- As part of that contract, PCG is also the statewide vendor for IndianaMAC
- PCG will contract with participating School Corporations to provide these MAC services:
 - Collect and review Staff Lists and Calendars supplied by the participating School Corporations
 - Create and maintain the Random Moment Time Study ("RMTS") System that will support the IndianaMAC Program
 - Generate the statewide random sample of moments for quarterly MAC time studies
 - Send notifications to sampled staff members
 - Provide compliance reports to School Corporation Program Coordinators
 - Assign activity codes to all returned time study moments
 - Collect participating School Corporations' quarterly financial expenditure data
 - Calculate quarterly MAC claims and submit those to the State for payment

What does a School Corporation need to do to participate in the MAC Program?

1. Notify Public Consulting Group of your interest in participating in MAC and supply a contact person for your School Corporation
2. Complete a Participation Agreement / Contract with Public Consulting Group
3. Submit a staff pool list / roster and school calendar to PCG by September 2, 2011
4. Have your staff participate in the time study by completing any sampled moments each quarter.
5. Submit cost / financial expenditure data after the close of each quarter.

RMTS Documentation System Overview



What is My Role in the RMTS?

EasyRMTS™

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Name	Category	Location	Moment
Kristina Rozier	25	Appling County	

What is my role in the RMTS?:

In the Random Moment Time Study process, moments of time are selected throughout the entire quarter, and are randomly assigned to local education agency (LEA) staff for completion.

As an LEA staff person who potentially performs reimbursable outreach activities or direct service activities, your role in the time study process is to document the activity you were performing at the specific moment in time selected during your work day. You will document your activity by answering five questions:

Who was with you?

What were you doing?

Why were you doing this activity?

Is this activity regarding a Special Education student? ("Unknown" is not applicable if you were delivering a direct medical service at the time of your moment!)

Is the service you provided part of the child's IEP?

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Instructions to Complete Your Moment

[Logout](#)

Name	Category	Location	Moment
Jennifer Fanta	60	District 1	4/7/2011 9:37:00 AM

Instructions:

1. Your selected time study moment is pre-determined. Do not answer the activity questions for any other time than your selected moment.
2. Answer the activity questions with enough detail about your activity so that if you are asked about your assigned moment during a possible audit, you are able to easily recall the activity you were doing without revealing student information.
3. If you have questions about completing this process, please contact **PCG at (877) 427-3694.**

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Additional Questions, If You Clicked Yes

Name	Category	Location	Moment
Jennifer Fanta	60	District 1	4/7/2011 9:37:00 AM

1. Who was with you? (Describe the person or individuals with you during your sampled moment)

Example: two students, a teacher, a student's partents. (Do not identify specific individual by name.)

2. What were you doing? (Describe in clear detail the activity you were performing during your sampled moment)

Example: Providing lunch room supervision, Personal Lunch Time, Providing a student with direct OT services, Participating in the educational portion of an IEP meeting, Participating in the medical portion of an IEP meeting.

3. Why were you doing this activity? (Describe the purpose of the activity you were performing during your sampled moment.)

Example: Scheduled activity within my day, Scheduled Lunch time, Required by student's IEP, Annual IEP meeting, Initial IEP meeting

4. Was the activity related to providing a direct medical service?

- ☐ 1.Yes
- ☐ 2.No
- ☐ 3.N/A

5. Was the medical service provided per a student's IEP?

- ☐ 1.Yes
- ☐ 2.No
- ☐ 3.N/A

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Contacts

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